

WATER QUALITY TECHNICIAN

DISTINGUISHING FEATURES

The fundamental reason the Water Quality Technician position exists is to handle sample receiving and sample management for the laboratory and serve as the primary contact for Water Quality calls from citizens. Work is performed under general supervision of the Quality Assurance and Regulatory Compliance Supervisor of the Water Quality Division of the Water Resources Department.

ESSENTIAL FUNCTIONS

Coordinates citizen outreach programs; such as tracking and managing all public inquiries regarding water quality and citizen education.

Coordinates all efforts toward sample receipt, sample management, sub-contracting and bottle prep for the Water Quality Laboratory.

Collect and preserve water quality samples in accordance with federal, state, and local requirements. Sample locations include: distribution system sampling stations, well sites, water treatment plants, residential/commercial customers, sewer manholes, and industries.

Deliver samples to/from laboratories and appropriate field sites in accordance with chain-of-custody requirements. Operate, calibrate, and maintain technical sampling equipment.

Continually update files tracking sampling results and associated Chain of custody tracking information, correspondence, event log sheets, computer spreadsheets and databases, enforcement actions, and related documents.

Prepare computer spreadsheets, input data, perform mathematical calculations, and maintain budget records.

Conduct research and keep up to date on regulations. Prepare written reports, sampling plans, training plans, and work plans.

Attend meetings and training sessions. Complete administrative duties.

Attendance and punctuality are essential functions of this position.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Microsoft Windows operating systems; spreadsheet preparation and mathematical calculations.

Ability to:

Move and lift heavy objects (50 pounds or more) both short and long distances.

Walk up and down stairs and over rough terrain.

Work in adverse conditions including: extreme hot and cold temperatures, wind, rain, high

volumes of noise and unpleasant odors.

Operate a personal computer including data input that requires repetitive hand and arm movements.

Perform mathematical calculations.

Establish and maintain effective working relationships with co-workers, supervisors, other departments and the general public.

Communicate effectively, both orally and in writing, with co-workers, supervisors, and the general public.

Education & Experience

Any combination of training, education or experience in sampling techniques and requirements for sample preservation and chain-of-custodies.

Requires a valid Arizona Driver's License, with no major driving citations in the last 39 months.

Special Requirements:

Must be able to work weekends.

Must possess, or obtain within one year, Arizona Grade I Water Distribution Certificate and an Environmental Sampling Certificate from Arizona Department of Health Services.

FLSA Status: Non - Exempt

HR Ordinance Status: Classified